

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date: February 14, 2018
Program Name: Massachusetts Environmental Police - Registration & Titling Bureau / Fiscal Unit
Location: 251 Causeway Street, Boston, MA 02114

EOEEA INTERNSHIP POSITIONS ARE UNPAID

Description of EOEEA Project:

We have 2 unpaid internship opportunities in our Boston office headquarters located at 251 Causeway Street, Boston, MA that would be an interesting and rewarding experience for the selected applicants. This internship opportunity requires 12-15 hours per week working Monday, Wednesday and Friday mornings/afternoons or maybe a combination of both. We are flexible; and look to have this internship run through the 2nd/3rd week in August.

Description of Internship Duties:

Registration Bureau: Opening and prepping mail, scanning registration renewals, balancing checks to system reports, answering customer phone calls, mailing registrations/titles (stuffing envelopes), general filing and other duties as assigned.

Opportunities to Learn: How a fast paced and complex business operation works, help redefine your understanding of multi-tasking, what excellent customer service is at all levels, proper office and email etiquette and basic research skills.

Fiscal Unit: Intern will be assigned various clerical and analytical duties related to vendor files and data. This will require interaction with current staff, compiling data and preparing analyses for presentation. He/she will also assist with general office duties in conjunction with the Registration Bureau. A semi-formal presentation will be required as a final project.

Description of Knowledge and Skills required:

College student willing to work in a multi-tasked fast paced business environment which requires social skills to work with others in an office environment. He/she will hone their interactions and presentation skills through activities assigned.

As an intern supervisor how will you add value to the EOEEA Internship program?:

We will guide the interns through "real life" work experiences and explain why work is being managed or processed a certain way. Interns will learn different office skills that may or may not be relevant to what their course of study is in school and will be taught how to tie in these skills into the business world expectations.

Other relevant information:

The Registration & Titling Bureau, under the Executive Office of Energy and Environmental Affairs, is responsible for registering boats, ATVs and snowmobiles for the Commonwealth of Massachusetts. Massachusetts State Law requires the registration of any boat that is powered by a motor and operated on public waterways in Massachusetts. We have five registration offices located throughout the Commonwealth; and we are staffed with 13 full-time employees. The mission of our Agency is to provide superior customer service to the people of the Commonwealth in generating registrations, titles and permits for boats and off-highway vehicles. The Fiscal Unit supports the entire agency. Interns will learn and/or strengthen office etiquette.